USES OF THE GPC – Authorization/ Coordination/Review

Module 4A

Authorization/Coordination/ Review Overview

- The Government Purchase Card (GPC) Program
- Use of GPC or Contracting Process?
- Authorized Uses of the GPC
- Purchases Requiring Pre-Authorization
- Purchases Requiring Coordination/Review

The Government Purchase Card (GPC) Program

- Government-issued commercial credit card formerly known as IMPAC
- Uses appropriated funds to make official purchases of supplies and services
- Used by military and federal civilian employees only

Use of GPC or Contract Process?

- If “NO” to EACH of the following questions, use GPC to procure monthly services
- If “YES” to ANY of the following questions, a contract should be written for services.

Use of GPC or Contract Proc (cont'd)

If Services do not exceed $2,500 per month, answer each question

(1) Is the requirement stable over an extended period (beyond the current 12 month period?

(2) Is it more expensive to use the GPC as opposed to establishing BPA, IDIQ or other contract instruments?

(3) Does written formal contractual documents provide necessary safeguards to parties?

(4) Is the Government liable for cancellation

Authorized Uses Of The GPC

Authorized Uses Of The GPC

- Without exception, shall **only** be used to pay for **authorized** US Government purchases
- Uses appropriated funds
- Authorized supplies, equipment, and non-personal services up to $2,500
- Exempt from laws & required clauses of Competition in Contracting Act (CICA), Buy American Act, Service Contract Act (SCA) and Small Business Set-Aside Program at $2,500 and below. Anything higher is controlled by these regulatory statutes, more information will be provided in a later slide.

Non-personal Services

- Recurring and Non-Recurring
  - Recurring
    - Performed at regular intervals
    - Annual demand predicted by actual use or projected average use
    - If greater than $2,500 annually, normally best to go to Contracting
    - Splitting an order to use card not permitted

Non-personal Services (cont'd)

- Non-Recurring
  - Involve one-time or irregular services (i.e. foreign language translation)
  - May be used up to $2,500 whenever requirement occurs
  - If purchasing above $2,500, may only be used as ordering device against BPAs, IDIQ contracts, GSA or mandatory source purchases such as DAPS

Purchases Requiring Pre-Authorization

September

Purchases Requiring Pre-Authorization

- Communication and Computer Equipment
  - 10th Communications Squadron, ext. 4421
    - IT/NSS Form in Outlook
- Medical Items (First Aid Kits exempt)
  - 10th Medical Group, ext. 5054
- Hazardous and Potentially Hazardous Material
  - HAZMAT Pharmacy, ext. 2651
- Repair Services
  - Equipment Custodian and Contracting Squadron

Purchases Requiring Pre-Authorization (cont'd)

- Non-expendable Equipment
  - Base Supply Equipment Management Element, ext. 3433
  - Medical Activities only: Base Medical Group Management Office, ext. 5054
- Video Equipment
  - 10th Communications Squadron/SCS, ext. 8531
    - IT/NSS Form in Outlook
- Rental or Lease of Motor Vehicles
  - 10th MSG/LGRI, ext. 3548

Purchases Requiring Pre-Authorization (cont'd)

- Professional Services
  - 10th MSG/LGC (Contracting Squadron)
- MWR Items
  - 10th Services and Support Group Commander
- Printing or Copying by Commercial Service
  - DAPS, ext. 2350

Purchases Requiring Pre-Authorization (cont'd)

- Weapons Systems Centrally Managed Items
  - 10th MSG/LGRDSPE, ext. 2414
    - Not currently allowed
- Construction ($2,000 or less)
  - CE, Col Hayden, ext. 2660
    - Not currently allowed

Purchases Requiring Pre-Authorization (cont'd)

- Business Cards
  - Recruiters authorized commercial sources without above restrictions
  - May be purchased only from Lighthouse for the Blind, if:
    - Cost is same or less than private card stock created on personal computer
    - Written approval by General Officer or Senior Executive Service (SES) Officer

Purchases Requiring Coordination/Review

September

Purchases Requiring Coordination/Review

- Domestic Express, Next Business Day Small Package Delivery Service
  - Coordinate with TMO prior to setting up an account (currently FedEx and UPS)
  - Failure to do so will result in billing at the higher commercial rate
  - 10th MSG/LGRDSTF, ext. 2904

Purchases Requiring Coordination/Review (cont'd)

- Books, Periodicals and Manuals
  - Guidance: AFMAN 23-110, Vol. 2, Part 2, Chapter 9
  - Mission related: Coordinate with Library to determine if central library funds are available
  - Non-mission: Check with Library before unit funds are used
  - HQ USAFA/DFLIB, ext. 4654

Purchases Requiring Coordination/ Review (cont'd)

- Pager Service
  - If bill does NOT exceed $2,500 annually and Government not obligated to pay early termination fees
- Cell Phones (Instrument only)
  - Can purchase instrument, not monthly service
  - Some long distance & roaming allowed
  - Service paid out of different funds base wide
- Coordinate with 10th Communication Squadron, ext 4421

Authorization/Coordination/ Review Summary

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Module Quiz

- Who is authorized to be a GPC cardholder?
- Provide an example of a case where a contract instrument should be used, not the GPC.
- Define a non-personal service.

Module Quiz

- When purchasing an Information Technology item, what form is needed and with what organization must you get pre-authorization prior to making the purchase?

- With whom do you coordinate if you wish to use the GPC to pay for the shipping of a next-day delivery package?